ELM Course TRNG5090

Logistics

- Breaks
- Location of Restrooms
- Login/User ID for class
- Please turn off or mute all cell phones and pagers
- Speak up if you do not see or hear any instructions today

Prerequisites

Prior to this course, you should have completed the Basic Navigation online course.

Approximate course time: 2 days

Agenda

- Introduction
- Edison Overview
- Features and Benefits
- Course Components
- Course Objectives
- ELM Course Objective Cycle
- Training Tools
- New ELM Terminology
- Catalog Hierarchy
- Questions

Introduction to
Enterprise Learning Management (ELM)

What is ELM?

– *Internet-based solution that enables agencies to manage, track, deliver, and report on learning delivered through any method, within or outside of the organization.*

– *Single system for learners, managers, instructors, and administrators.*

– *State **"System of Record"** for training.*

Edison Overview

Why Edison?

- Replacement of existing old and maintenance-burdening administrative systems with a fully integrated solution

- Provide better management information

- Web-enabled – allows employees and vendors easier access in a familiar Web environment.

- Self-service – more information available directly to owner of data (for example, employee)

- Single integrated database; eliminates keying same data multiple times.

- Common user interface between many functions; allows easier transition when employees change jobs.

- Real-time processing – current information is available now

- Integration with desktop "office suite" software – many reports can be output directly to Excel

Edison Overview Continued

ELM in Edison
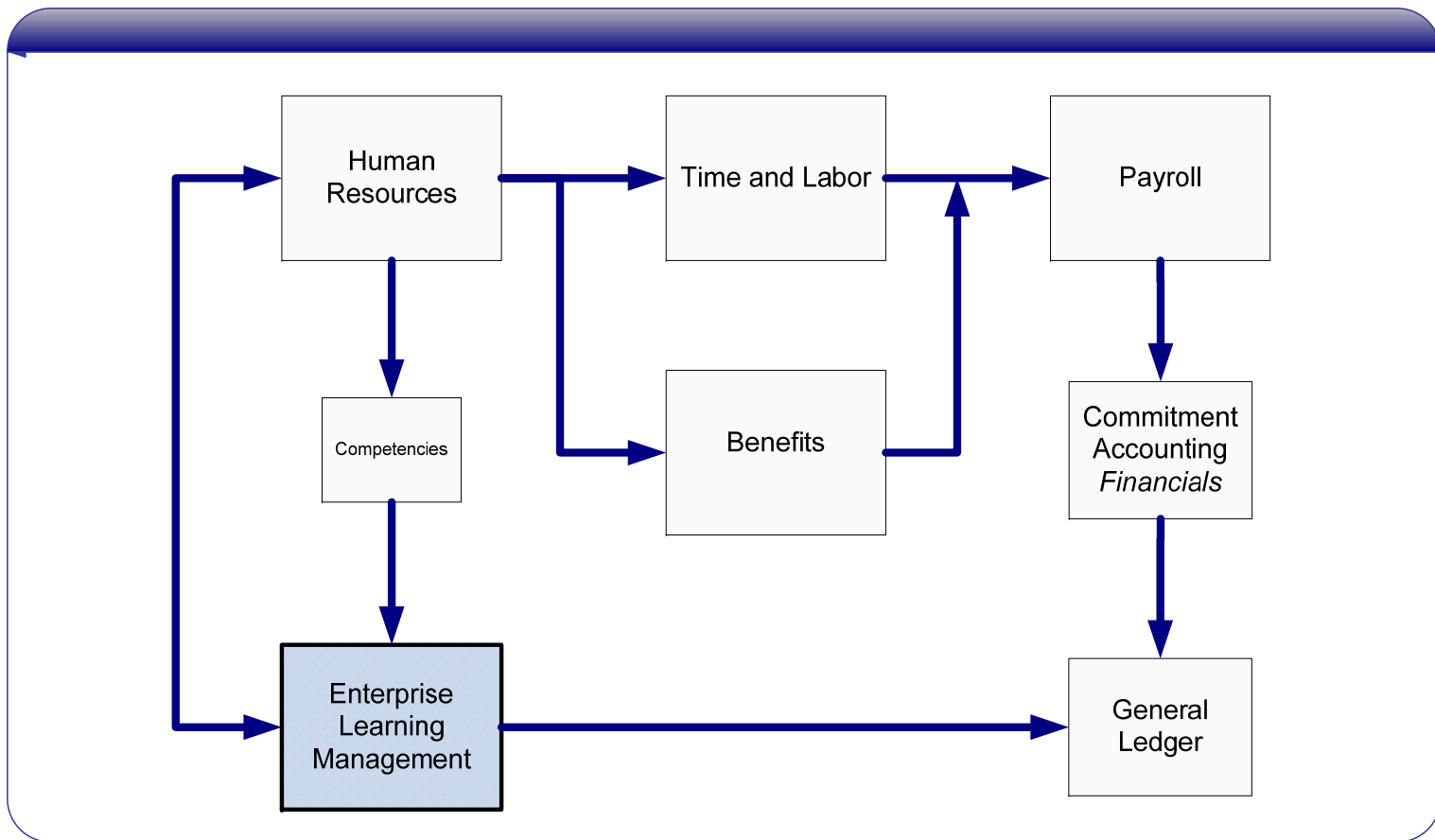
Features and Benefits

- Integrates with HR and Financials.

- Allows agencies to create a catalog of activities.

- Multiple ways to enroll in courses.

- Training record follows employees from Agency to Agency.

- Allows employees to view learning activities, objectives, and search the catalog for courses.

- DOHR and OIR courses will be included in catalog.

- Ability to track learner progress and certification requirements. (managers and employees)

- Create and run reports at Learning Administrator and Manager levels.

Course Components

- Course Syllabus
- Training Manual
- Training Environments *(UPK & PeopleSoft Database)*
- Practice Exercise
- Self Assessments
- Support Materials
    - Self Assessment Sheets
    - Data Reference Sheets used with Exercises
    - Quick Reference Guide
   - Handouts

Course Objectives

The Enterprise Learning Management course will teach you how to administer the following activities related to your agency training:

- Manage Resources *(Lessons 1 & 2)*
- Manage Person and Organization Data *(Lesson 3)*
- Manage Payment Methods *(Lesson 4)*
- Create a Catalog Entry and Managing Learning Activities *(Lesson 4)*
- Create Programs *(Lesson 5)*
- Administer Enrollment and Registration *(Lesson 6)*
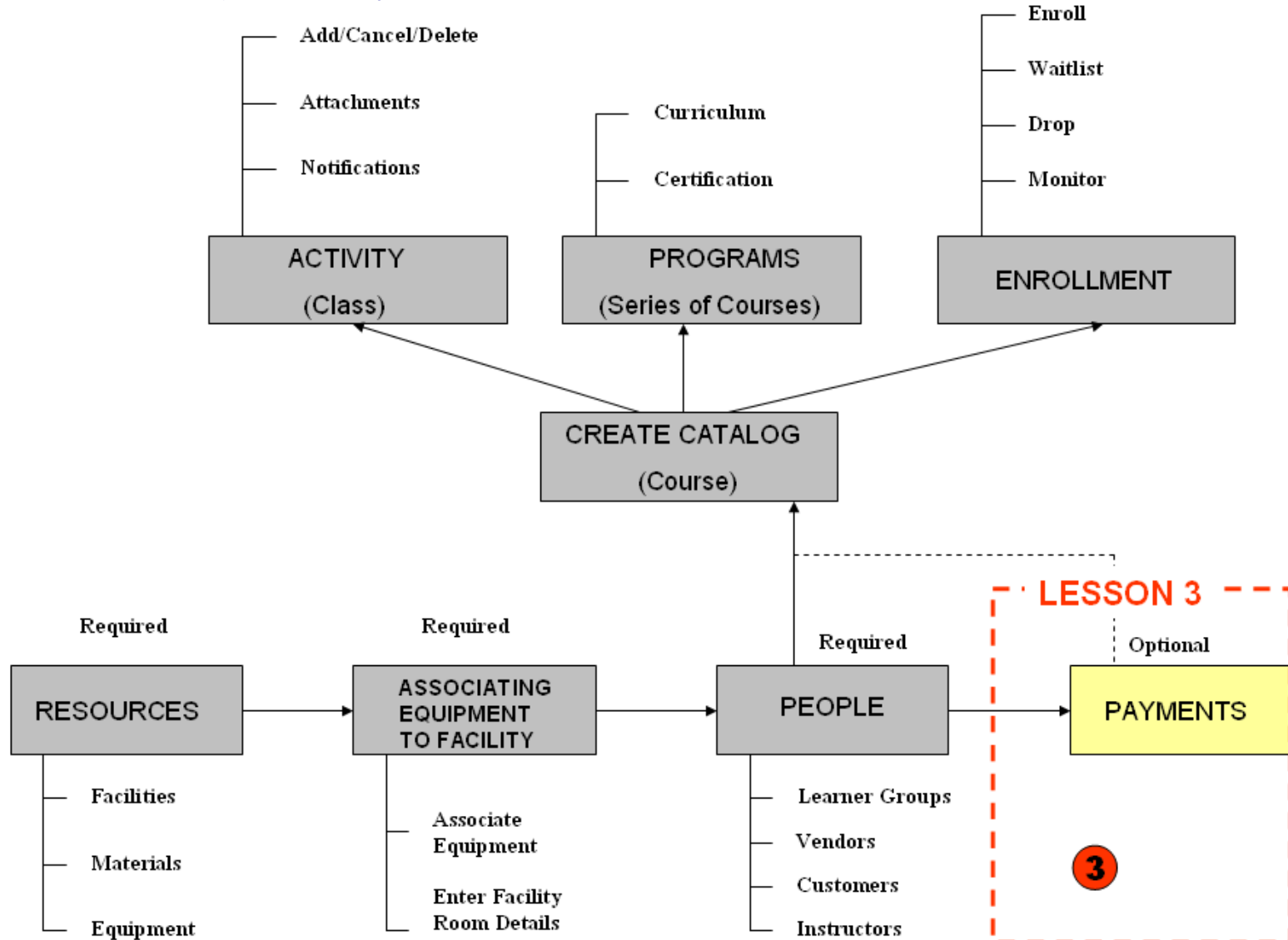- Track Learner Progress *(Lesson 7)*
- Run Reports *(Lesson 8)*
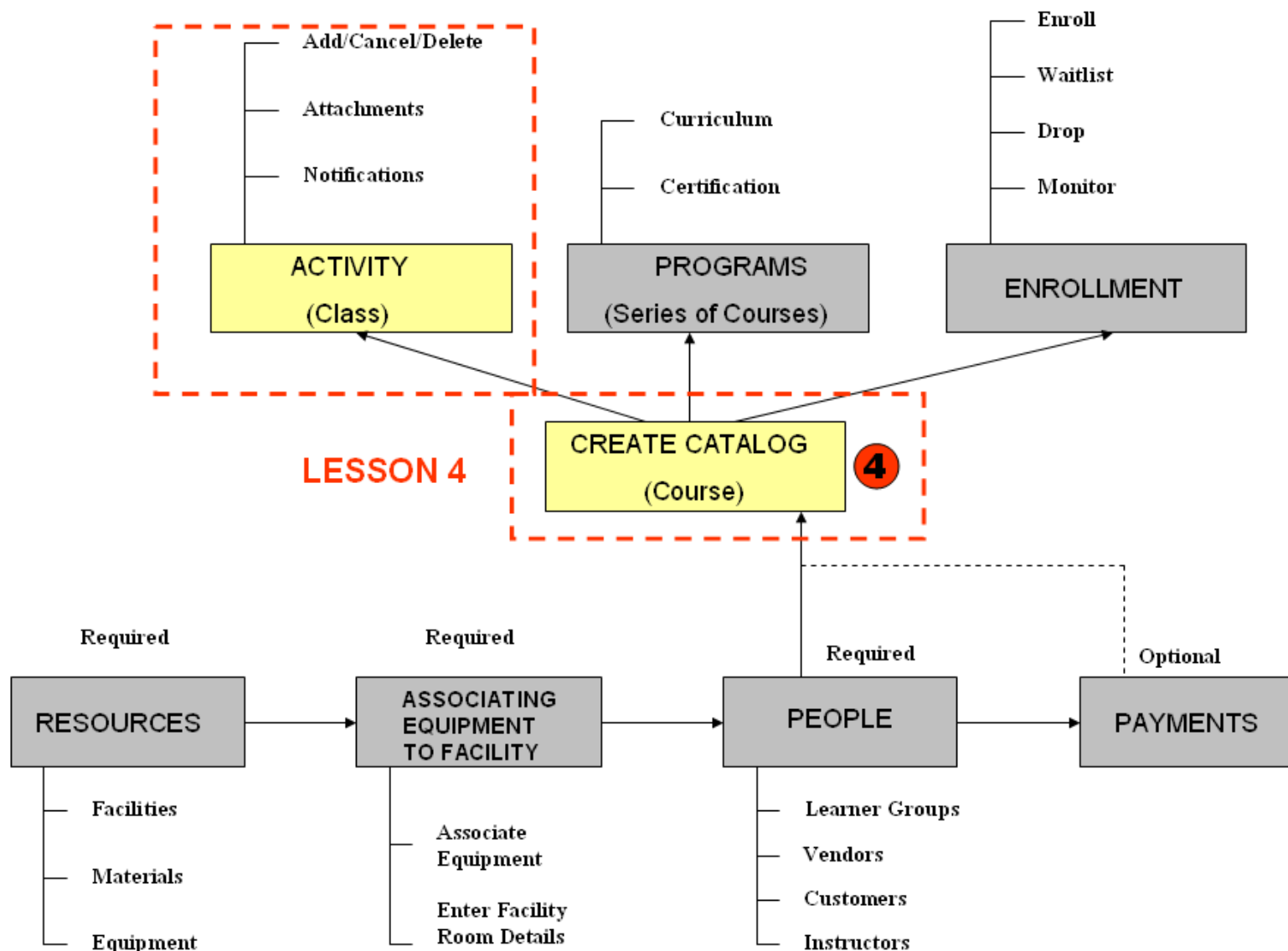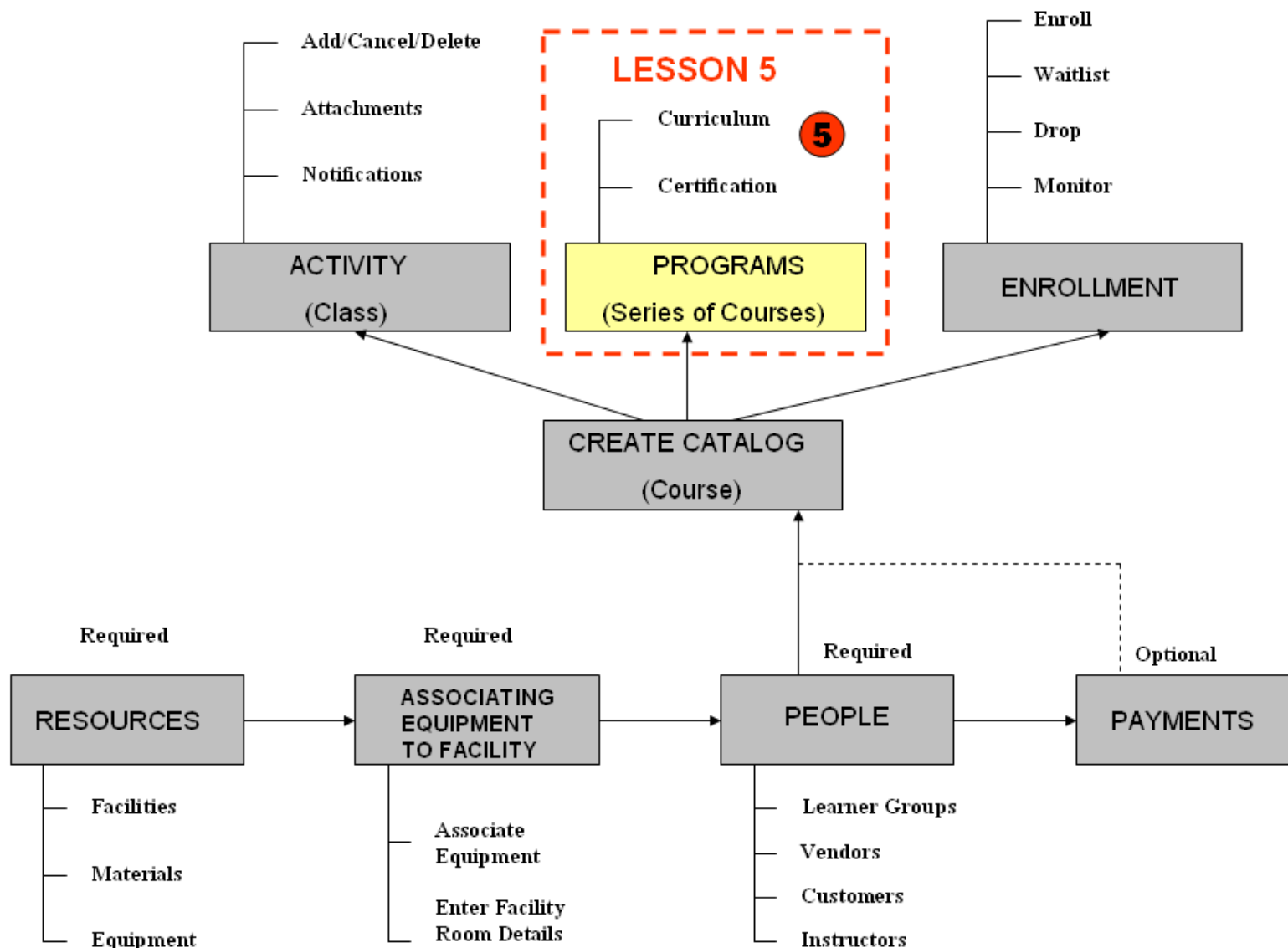
ELM Course Objective Cycle
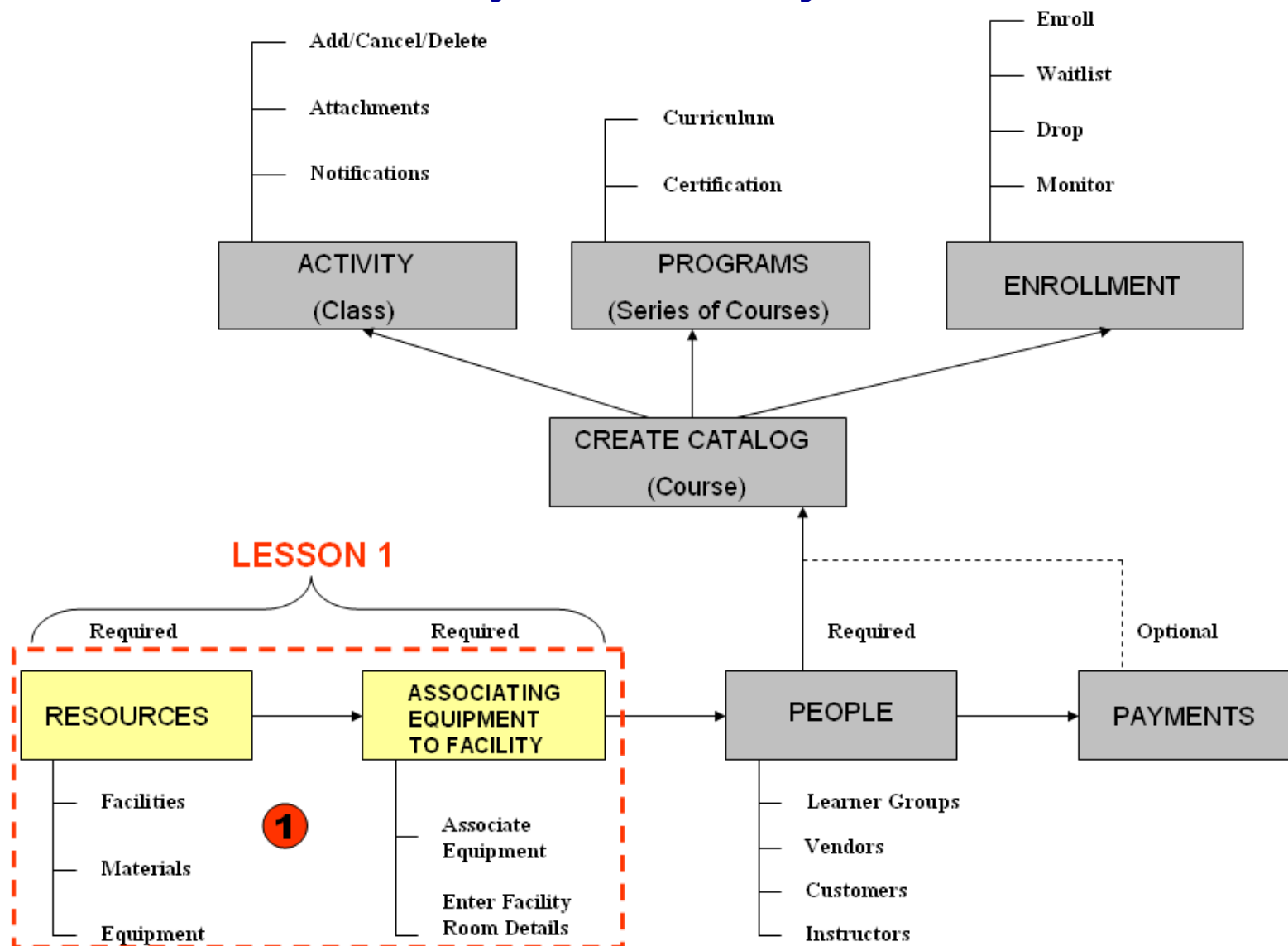
ELM Course Objective Cycle Continued
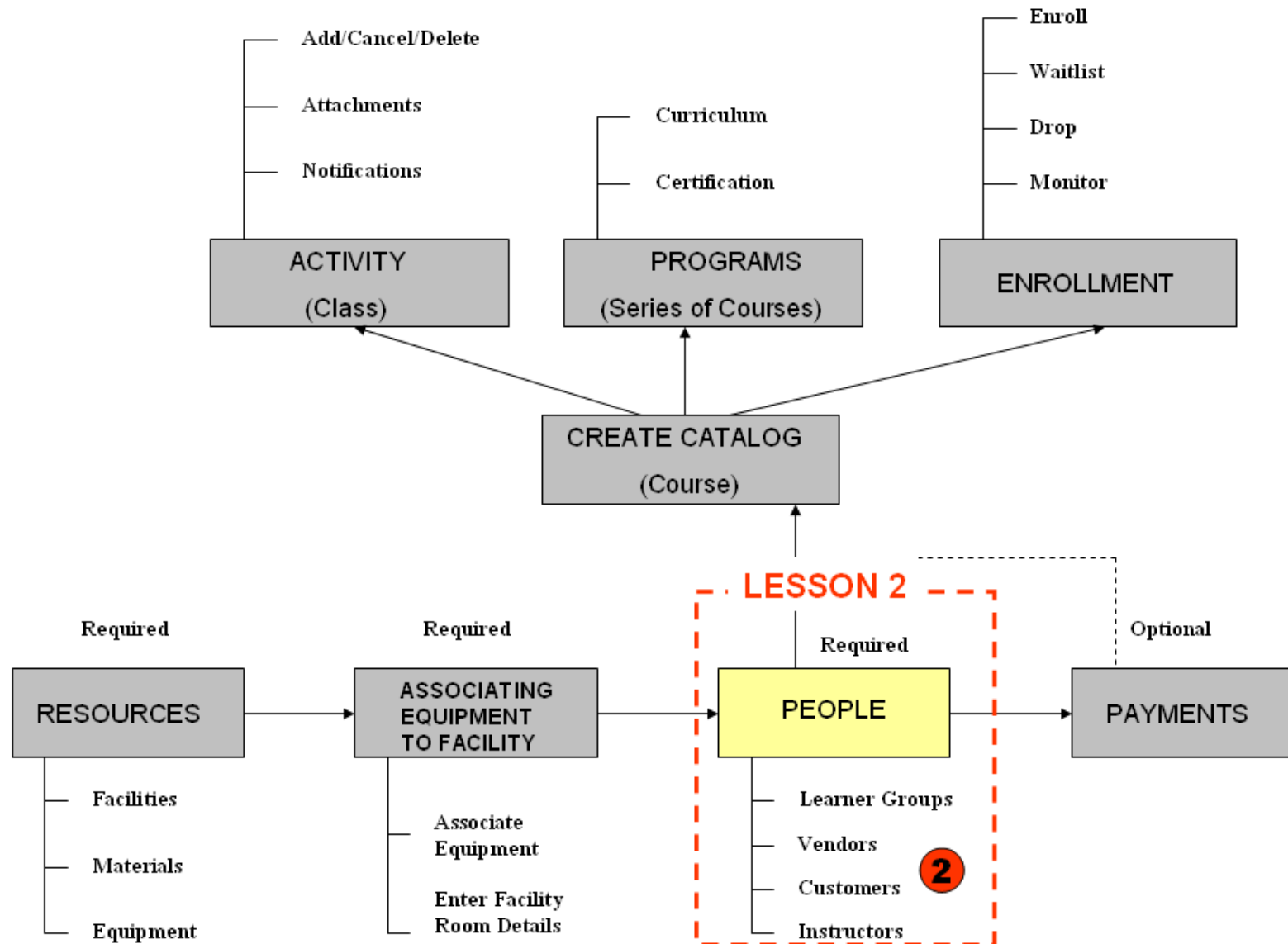
ELM Course Objective Cycle Continued
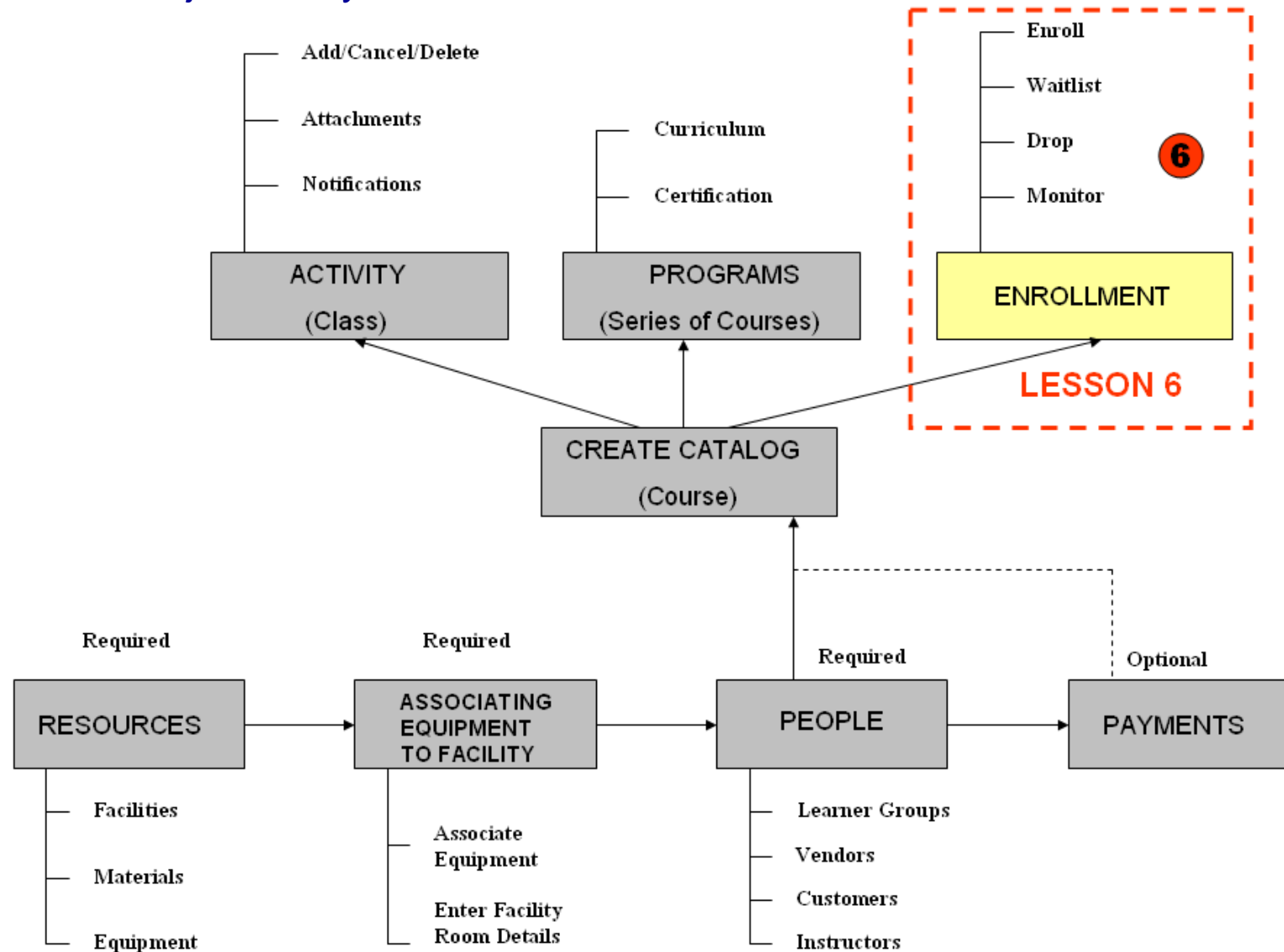
ELM Course Objective Cycle Continued

ELM Course Objective Cycle Continued

ELM Course Objective Cycle Continued

Training Tools

- (UPK) User Productivity Kit

  - Supplied by PeopleSoft for development of training materials,

  - Lesson Activities will be completed in the UPK today.
    - See It
    - **Try It**
    - **Know It**
    - Do It

- PeopleSoft Database - Exercises
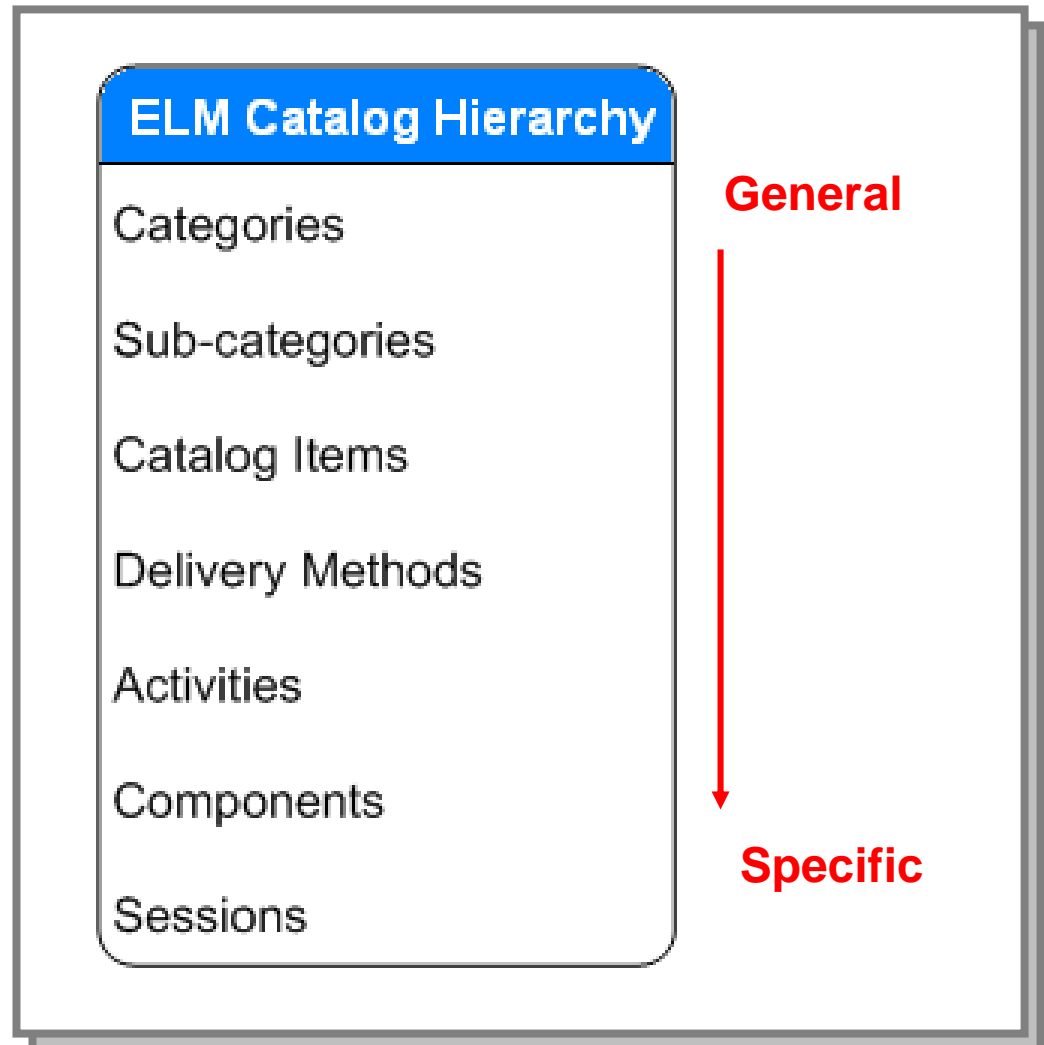
New ELM Terminology

- HCM – Human Capital Management

- Catalog – Course Listing

- Activity – Class

- Learning Administrator – Training Coordinator

- Instructor – Instructor

- Learner – Student / Participant / Employee
  - **Internal Learner** – State Employee, or others listed in the Edison's Human Resources

  - **External Learner** – Customers, suppliers, partners, or "locals"

New ELM Terminology Continued

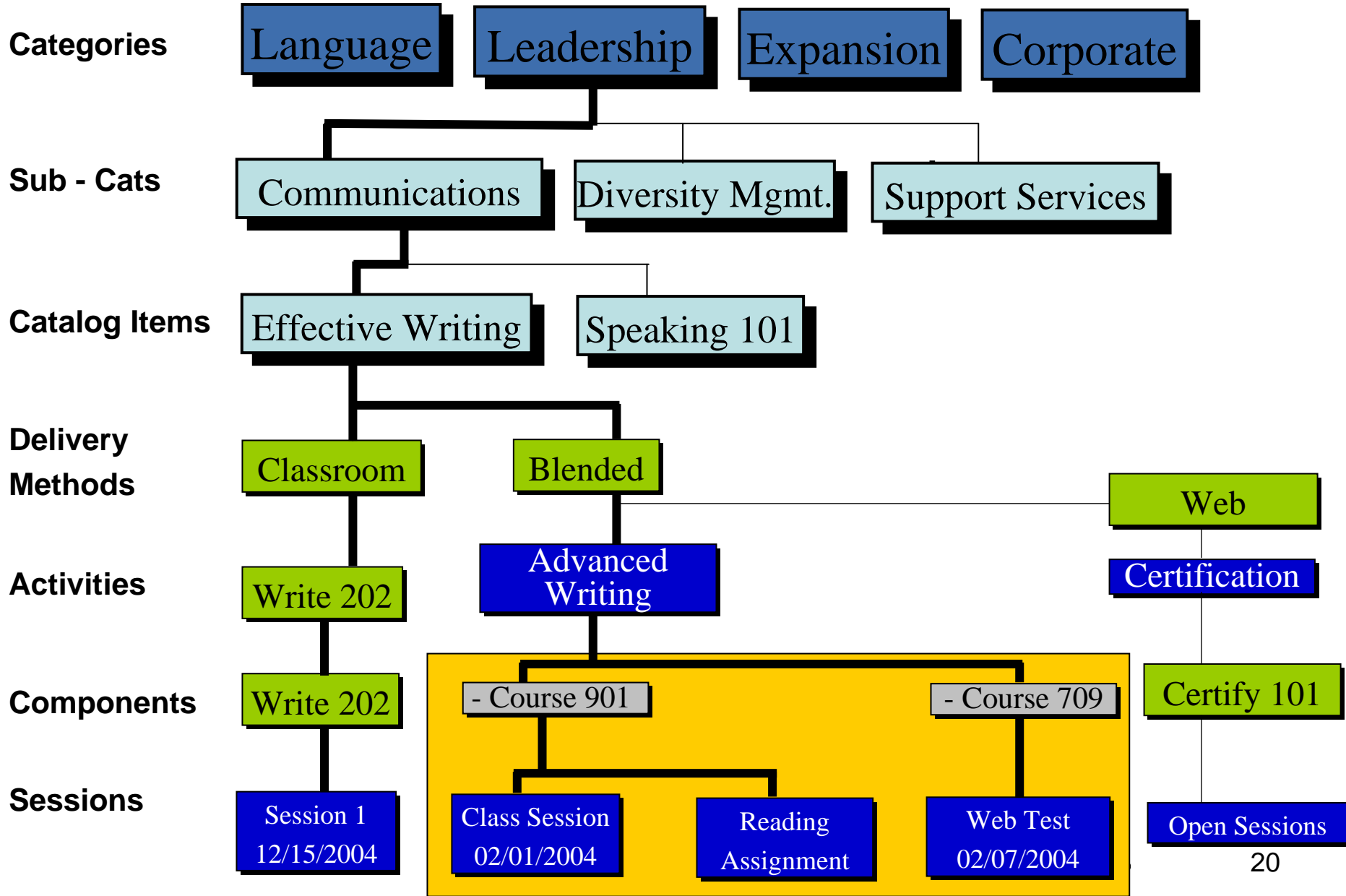## Catalogs

- Are the heart of ELM

- Serve as a repository of information for learning activities and programs

- Enable users to find and enroll in learning

- The activity (course) is tied to facility, equipment, instructor, and competencies.

ELM Catalog Hierarchy

Categories

Sub-categories

Catalog Items

Delivery Methods

Activities

Components

Sessions

General

Specific

Catalogs Hierarchy Details

Categories
- Language
- Leadership
- Expansion
- Corporate

Sub - Cats
- Communications
- Diversity Mgmt.
- Support Services

Catalog Items
- Effective Writing
- Speaking 101

Delivery Methods
- Classroom
- Blended
- Web

Activities
- Write 202
- Advanced Writing
- Certification

Components
- Write 202
- - Course 901
- - Course 709
- Certify 101

Sessions
- Session 1 12/15/2004
- Class Session 02/01/2004
- Reading Assignment
- Web Test 02/07/2004
- Open Sessions

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Questions?